

1. Application Date <b>February 10, 1976</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>FEB 11 1976</b> Application No.: <b>76-100</b> Date Completed: <b>APR 01 1976</b>									
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources          Administrative Services, Personnel Services Section          811 Trinity-Washington-Bldg          Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Bill Stejback</b>									
				5. Working Title <b>Chief, Personnel</b>									
				6. Tel. No. <b>3514</b>									
7. ACTION REQUESTED													
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series to date		9. Exact Series Title <b>See Attached</b>											
10. What is the function of the office in which this record series is created?													
<p>The Office of Administrative Services provides centralized administrative services for the Department in the areas of accounting, personnel, and general services which includes budgeting, purchasing, property control, records management, mail room, and general office services.</p>													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).													
<p>See attached</p>													
ATTACH SAMPLES OF THE FILE													
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION									
Letter-size File Drawers													
Legal-size File Drawers				FLOOR SPACE OCCUPIED (Square Feet)									
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>This Year's</td> <td>Last Year's</td> <td>Preceding Year's</td> <td>All Prior Years</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Years				
This Year's	Last Year's	Preceding Year's	All Prior Years										
				AVERAGE DAILY REFERENCES									

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [ ] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [ ]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [ ]
16. Does the series contain classified information requiring security handling? [ ] [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [ ]
18. Could the function be performed if the files were lost or destroyed? [ ] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [ ]
20. Does the record series provide data as input to an EDP file? [ ] [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] [ ]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [ ]

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years: See attached

- a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [ ] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER See attached, then:

- [ ] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John R. ...</i> Date <i>2/10/76</i>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>John R. ...</i>	<i>2/10/76</i>
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>William M. Dixon</i>	<i>3-31-76</i>
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Carroll Hart</i>	<i>3-29-76</i>
	Attorney General/Designee [X] Approved [ ] Disapproved	<i>W. H. ...</i>	<i>4-2-76</i>

STATE RECORDS  
COMMITTEE



Joe B. Tanner  
COMMISSIONER

James H. Pittman  
DIRECTOR

# Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES

270 WASHINGTON ST., S.W.

ATLANTA, GEORGIA 30334

(404) 656-2795

January 26, 1976

## EQUAL EMPLOYMENT OPPORTUNITY PROGRAM FILE

76-100

- A. Equal Employment Opportunity Program Reference and Correspondence File

Documents relating to: the administration of an Equal Employment Opportunity Program in the Department of Natural Resources

Included are: DNR class titles, correspondence, publications and various printed material, EEO-4 Reports, Affirmative Action Plans, records pertaining to minority/female recruitment efforts, State Merit System material, EEOC investigations, race summary by class title, and all other documents relating to the Equal Employment Opportunity Program.

File is arranged: arrangement varies according to subject.

76-101

- B. Equal Employment Opportunity Program Employment Inquiry File

Documents relating to: the administration of an Equal Employment Opportunity Program in the Department of Natural Resources.

Included are: correspondence specifically related to *inquiries concerning* employment with the Department of Natural Resources.

### Disposition Instructions:

76-100

- A. Equal Employment Opportunity Program Reference and Correspondence File: Cut off file each calendar year (January 1) and retain in current files area 5 years; then ~~place in inactive file~~ *transfer to* *the State Records Center* and hold 2 years; then destroy. *IF INVOLVED IN LITIGATION, KEEP FILE UNTIL FINAL ADJUDICATION.*

76-101

- B. Equal Employment Opportunity Program Employment Inquiry File: Cut off file each calendar year (January 1) and retain in current files area ~~2 years~~ *2 years*; then ~~place in inactive file and hold 1 year~~ *then place in inactive file and* then destroy. *IF INVOLVED IN LITIGATION, KEEP FILE UNTIL FINAL ADJUDICATION.*





Joe B. Tanner  
COMMISSIONER

James H. Pittman  
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## 76-102 EMPLOYEE'S SUGGESTION PROGRAM FILE

Documents relating to: implementing the Merit System Employee Suggestion Program in the Department of Natural Resources.

Included are: copy of Employee Suggestion transmittal form, copy of suggestion, related correspondence, suggestion evaluation data, suggestion committee report, awards information.

File is arranged: alphabetically by name of person submitting the suggestion.

Disposition Instructions: Retain in current files area until the final evaluation report is submitted to the State Merit System; then place in inactive file. ~~and hold until inactive file is cut off each calendar year; hold 2 years; then destroy.~~ Cut off inactive file at end of each calendar year; then place the inactive file in the official personnel folder of the person making the suggestion.

## 76-103 EMPLOYEE TRAINING PROGRAM FILE

Documents relating to: developing and offering departmental and Merit System training courses in the Department of Natural Resources.

Included are: applications for training courses, record of training, evaluation forms, and related correspondence

File is arranged: randomly by course title and thereunder by date course was offered.

Disposition Instructions: Cut off file each calendar year (January 1); hold file for courses offered that year for 3 years; then transfer to State Records Center and hold 4 years; then destroy.



Joe B. Canner  
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## 76-104 WORKMEN'S COMPENSATION CLAIM FILE

Documents relating to: processing Workmen's Compensation Claims in the Department of Natural Resources.

Included are: employer's first report of injury, correspondence, monthly accident control report, copy of claims filed, log sheets, flow charts, and all other documents necessary to process Workmen's Compensation claims in the Department of Natural Resources

File is arranged: alphabetically by name.

Disposition Instructions: Retain claims folder in active files area until Form 19 is received from Workmen's Compensation indicating final action on the claim; place folder in inactive file. ~~and Cut off~~  
~~inactive file at end of each calendar year, hold in office 4 years; then destroy.~~  
~~1 year. Then place folder in the Official Personnel Folder of the person making the claim.~~

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